



4 Application Instructions

Read Parts 1, 2 and 3 of this booklet carefully before completing the application. Be sure that you meet eligibility requirements for the program as well as the specific requirements of each country for which you apply. The application forms may be photocopied for interested colleagues, and applications may be submitted on photocopied forms; however, applications must bear original signatures.

Applications are not considered complete until the forms listed on the "Application Checklist" (Page Ai) are completed properly and received by the Fulbright Teacher and Administrator Exchange Program.

Applicants for administrative exchanges please note: because administrative exchanges are a fairly new and small part of the Fulbright Teacher and Administrator Exchange Program, the application includes some questions which do not directly reflect your situations. Please adapt those questions to fit your own experiences.

Mailing Address

Applications, references, related documentation, and all future communication should be sent to:

United States Department of State
Fulbright Teacher and Administrator Exchange Program
600 Maryland Avenue, SW, Suite 320
Washington, DC 20024 - 2520

Telephone (202) 314-3520

Special Instructions:

J. William Fulbright Foreign Scholarship Form

This sheet, following the Application Checklist page, must be completed and returned along with your application. In section L, you should provide a brief description of what you expect to gain professionally and personally from participation in the Program.

"Interview Sites"

Select two cities from page Aiii of the booklet and indicate their code numbers and city names on page A1 of the application. Interview dates will be set by the interview committee chairperson for each site. You will be informed of the site and date of the inter-

view for which you have been scheduled (most applicants are scheduled for an interview at their first choice site). You are responsible for attending the interview on the scheduled date.

Application (pp. A1 to A6)

While typing is preferred, application forms may be completed in black or blue ink. Do not use another color, as these forms are photocopied. If additional space is needed, enter information in Item XIII, "Remarks," or use additional sheets. Place your name and date of birth at the top of each additional sheet, and identify the item number to which the answer applies. Fill out the application forms completely; use additional sheets for continuation purposes only. **Do not send your résumé or simply say "see attached."**

Sign page A6 and forward the original and one copy of pages A1 through A6 (and any additional sheets), along with the original and one copy of the essay to the Fulbright Teacher and Administrator Exchange Program.

I. "Applicant Basic Data" (p. A1)

For Question E, indicate the academic year(s) for which you applied, whether or not you received an exchange or seminar grant that year.

Please note that Questions I and J, "Ethnicity/Race" are optional and are collected through the application for statistical purposes only.

II. "Application For..." (p. A1)

Before choosing a country for an exchange or seminar, be sure to read the eligibility requirements for that country's program in Part 3 of this booklet.

List your country choices in order of preference. Do not request more than one country on each line except in the case of the United Kingdom, where England, Scotland, Northern Ireland or Wales may be listed in order of preference on the same line.

Unless you answer "No" to Question D, you will be considered for any country for which you are eligible.

Don't forget to sign the application on page A6.

III. “Modern Foreign Language Fluency”(p. A2)

All applicants will be interviewed in English. Indicate your proficiency in languages other than English. You will be screened for verbal proficiency if:

- you teach French, German or Spanish;
- languages are required for countries you select;
- languages you list are spoken in participating countries, and you rate yourself “good” or “excellent”.

V. “Present Employment” (p. A2)

The approving administrative official listed under Question E must be the same as the person completing the “Administrative Approval for Applicant” form (Page A7).

VI. “Daily Schedule for Current Year” (p. A3)

To enable closer matching, teachers are asked to fully describe their current teaching assignments. Please write this directly on the application page, using an additional sheet for continuation purposes only.

X. “School or College Information”(p. A5)

Information on the schools of applicants is critical to finding suitable matches. This section should be filled out thoughtfully and completely. Use additional sheets if necessary.

XI. “Accommodations” (p. A5)

Please answer all questions if you wish a housing exchange to be considered during the matching process for two-way exchanges. Note: Housing is a private matter between teachers in which the United States Department of State will not become involved. A word of caution: You are advised to neither offer nor accept an exchange of housing unless the accommodations will be unoccupied.

Application (pp. A7 to A13)

Pages A7 to A13 are approval and reference forms. The applicant should complete Items 1-3 on each form and then pass them to the appropriate colleagues or officials. All four of these forms must be submitted in order for your application to be complete. These forms must be filled out completely, and not simply signed. Either include them in your application package or have them sent in separately by those signing the forms. Forms mailed under separate cover may be submitted after the October 15

deadline and should be indicated on the “Application Checklist”.

“Administrative Approval for Applicant” (p. A7)

The official who completes and signs the “Administrative Approval for Applicant” form must be the official authorized to approve participation in the exchange, grant a leave of absence, and approve the appropriate salary arrangements. Within public school systems, this approval must come from the district level. If the approval is pending board confirmation at a later date, please notify the United States Department of State in writing. The application will not be considered complete until this form has been received.

Reference Forms (pp. A9, A11 and A13)

The references should be completed and signed by individuals familiar with the applicant’s professional work. One of these forms (the “Immediate Supervisor Reference for Applicant”) must be completed by the applicant’s immediate supervisor or the person responsible for the applicant’s formal evaluation. The Supervisor must also provide a general description of the school on the reverse of this form. Persons writing references should place the original of the reference form in a sealed envelope clearly marked “Reference for (applicant’s name).” Sealed references may be included in your application package or mailed separately. Applicants need not include performance evaluations with their applications. Other commendations and awards may be listed in Item VII, Question D, on Page A3.

Miscellaneous

1. School authorities in other countries often request photographs. Applicants are invited to submit two passport-sized photographs. (This is not required). Please put your name on the back of the photographs.
2. Applicants should inform the Fulbright Teacher and Administrator Exchange Program in writing of:
 - a. a change of address or phone number;
 - b. a change of plans affecting the application;
 - c. a desire to withdraw the application;
 - d. an application to teach or study abroad under another program;
 - e. a termination of teaching contract;
 - f. a change in assignment or school administration.